

## **PADS QUARTERLY UPDATE INSTALLATION**

### **1.1 Introduction**

The PCB Activity Database System (PADS) is used to monitor the activities of polychlorinated biphenyls (PCB) handlers. Since the PADS database is used at many EPA locations, changes and additions to the database are compiled and maintained in a master copy of the PADS database. Each quarter, these changes are distributed to all PADS users so that the most recent and up-to-date data is available. This document provides the user with a step-by-step guide to installing the updated data and performing simple quarterly maintenance to the PADS database.

### **1.2 PADS Application Installation**

The PADS update should only be installed if the PADS database is already installed on your computer. The update installation cannot be used as a substitute for the PADS application installation. The PADS update simply updates the data files in the PADS application. If you have not already installed PADS, please run the PADS application install and then run the PADS update.

### **1.3 PADS Quarterly Update**

The quarterly PADS update replaces the PADS data file with the most recent data. If your group is storing the PADS data (*pads.mdb*) on a network or fileserver, please contact the person who installed the PADS data on the network. This person will need to perform the update to the PADS data.

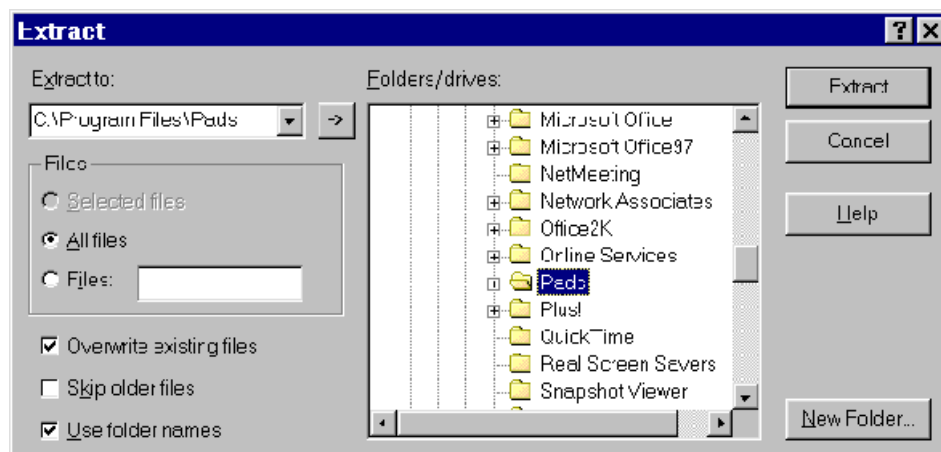
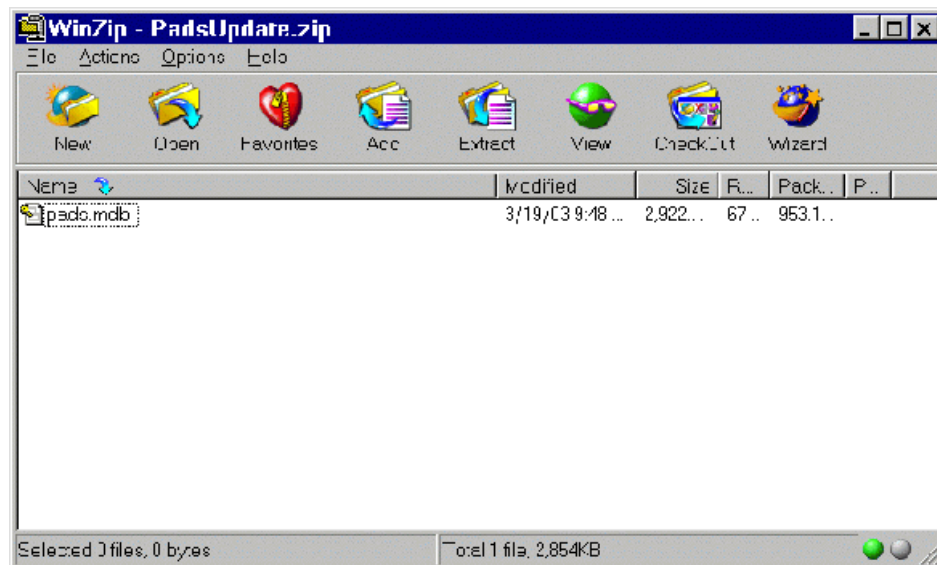
To install the updated PADS data file that accompanies these instructions, follow the steps outlined below.

1. Begin by closing any open applications currently running such as word processing, spreadsheet, or email software.
2. Save the WinZip file (*PadsUpdate.zip*) from your e-mail to your hard drive, and make note of the location.
3. Click the Start button in the lower left corner of the screen, select Programs and then the WinZip application.
4. In the WinZip window that appears, select Open Archive from the File menu.

5. Browse to the location on your hard drive where you saved the *PadsUpdate.zip* file from your e-mail, select it, and hit Open.
6. In the WinZip menu, select the *pads.mdb* file, and then select Extract from the Actions pull-down menu. In the window that appears, browse to the following location on your hard drive: *C:\Program Files\Pads*. This is the default location for the front-end of the PADS database. **If you changed the location of the Front-end during the original PADS application installation, then you will need to browse to the location where the front-end was installed. This is the directory path that you wrote down in step 10 of the original install of the PADS database.** Click on the option to overwrite existing files, and then hit Extract. This overwrites the version of *pads.mdb* currently installed on your computer or network with the most recent version of *pads.mdb*. See Exhibit 1.

See Section 1.5 for information about how to check the version information to make sure that the most recent version of *pads.mdb* was installed on your computer or network.

#### Exhibit 1. Extracting *pads.mdb* to the hard drive or network



## 1.4 Quarterly Maintenance

If the PADS application is used frequently, especially for entering NotePAD comments, the files that make up the application may increase in size. The increase in size is often due to unused space that Access 97 does not release. Compacting the individual database files organizes the files so that less space is used. Compacting may also improve the performance of the application if the database files are large in size. The data files that should be compact on a quarterly basis are the Front-end file (or Application file) and the Notepads Database file.

1. To compact the database files, click the Start button and highlight the Programs selection. PADS should be on the list of available programs. Place the cursor on the PADS selection to highlight it.

There will be four selections available:

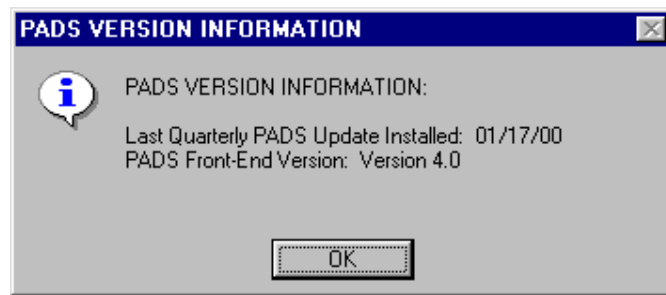
PADS,  
PADS - Compact Application,  
PADS - Compact Notepads Database, and  
PADS - Compact PADS Database.

2. **Front-end or Application File:** To compact the Front-end or Application file, click on the PADS - Compact Application selection. This will open Access 97 and run the compact program on the front-end file. If the file is not very large, this process will run rather quickly. Access 97 will close itself when the compact process is finished.
3. **NotePADS File:** If your data files are stored on a fileserver or network, then the NotePADS Database file will need to be compacted by the network administrator. To compact the NotePADS database file, select PADS - Compact Notepads Database. This will open Access 97 and run the compact program on the NotePads file. If the file is not very large, this process will run rather quickly. Access 97 will close itself when the compact process is finished.

## 3.1 Checking the Version Info

When the PADS data update has been completed, you may want to check the version information to make sure the data has been installed correctly.

1. Open the PADS application. The application should open to the Database System Main Menu, which is described in Chapter 3 of the User's Manual.
2. From the Main Menu, click on the Version Info, which is located near the bottom right hand corner of the Main Menu form. This will open the PADS Version Information form as shown below.



The PADS Version Information form shows the date the Quarterly PADS Update zip file was created and e-mailed to EPA users. So for the example above, the data in the PADS application is current as of January 17, 2000. If you have completed the PADS Quarterly Update Installation, the date on the PADS Version Information screen should match the date that is indicated in the PADS Update e-mail you received. If the dates do not match, please try the installation again (starting with Section 1.3 of this document) before contacting a PADS support person.

3. When you have finished viewing the Version Information, click on the OK button to return to the Main Menu screen where you can continue using the PADS application.